



THE GEORGIA ARCHIVES

KAREN HANDEL, SECRETARY OF STATE

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Records and Information Management Services State Agency Specific Schedules For SOS-Administration

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
General Administrative Records	Documents relating to establishment and overall administration and management of Commission	Permanent		Permanent	Transfer to Archives for permanent retention	77-287
Official Compilation of the Rules and Regulations of the State of Georgia	Documents relating to rules and regulations of State agencies, departments, and institutions required under the Administrative Procedure Act	Permanent		Permanent	Transfer to Archives for permanent retention	75-172

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Personnel Leave and Monthly Attendance Card Files	Documents relating to employee attendance and leave	1 year		Temporary-Short Term		75-152
Personnel Leave Without Pay File	Documents relating to payroll deductions for employees on leave without pay	1 year		Temporary-Short Term		75-153
Personnel Manager's Subject Files	Documents relating to information on administering the personnel function for the Secretary of State	5 years		Temporary-Short Term		81-344
Personnel Monthly Roster File	Documents relating to personnel gains, losses, and promotions	Permanent		Permanent	Transfer to Archives for permanent retention	75-154
Personnel Training File	Documents relating to training personnel	1 year		Temporary-Short Term		75-155